

TITLE, SERIES, GRADE: Assistant United States Trustee, AD-301-00/00

VACANCY ANNOUNCEMENT NUMBER: FY 08-001

SALARY RANGE: \$111,694.00-\$141,900.00

AREA OF CONSIDERATION: All Sources Plus Well Qualified Eligible Surplus and Displaced Federal Employees in the Local Commuting Area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: October 5, 2007

CLOSING DATE: October 22, 2007

DUTY LOCATION: U.S. Trustee Program, Denver, Colorado

NUMBER OF VACANCIES: 1 Position

THIS IS A FULL-TIME, PERMANENT, EXCEPTED SERVICE APPOINTMENT

DUTIES: The incumbent is responsible for the administrative and legal management of the Denver United States Trustee's Office, including the supervision of personnel assigned to the office; the implementation of civil enforcement strategies to combat fraud and abuse in the bankruptcy system; the enforcement of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005; the administration of cases filed under chapters 7, 11, 12, and 13 of the Bankruptcy Code; representing the United States Trustee in court; maintaining and supervising a panel of private trustees; and ensuring that violations of law are referred to the United States Attorneys for possible prosecution.

QUALIFICATIONS: Applicants must possess a Juris Doctorate degree; be an active member of the bar (any jurisdiction); have at least 10 years legal experience, preferably in bankruptcy law or litigation; and possess extensive management and supervisory experience. Preferably, applicants will also have knowledge and experience in accounting principles and investigative procedures, supervision of human resources, and office administrative responsibilities.

Current salary, number of years and type of experience will determine the appropriate salary level.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education, training, and job related types of official recognition and supervisory appraisal of performance, if applicable.

SPECIAL NOTES:

- It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use

prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, the United States Attorney's Offices, and the United States Trustee Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

- Position subject to restrictions of PL 103-94, Section 8, Political Recommendations.
- Relocation expenses not authorized.
- Selectee will be eligible for health and life insurance, annual and sick leave and will be covered under the Federal Employees Retirement System (FERS).
- Applicants must serve a two-year trial period.
- All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit/Electronic Funds Transfer.
- If selected, a male applicant born after December 31, 1959, and at least 18 years of age must be registered with the Selective Service System unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S.C. 3328.

HOW TO APPLY:

Applicants must submit one of the following: a resume, an OF-612, Optional Application for Federal Employment; or a SF-171, Application for Federal Employment. Resumes must include information outlined in the U.S. Office of Personnel Management's (OPM) flyer, OF-510, Applying for a Federal Job, full name, mailing address, phone number, social security number, country of citizenship and veterans' preference. Forms OF-510 and OF-612 may be obtained from OPM's web site at: <http://www.opm.gov/forms/html/of.asp>. In addition, all applicants must submit law school transcripts and current/former Federal employees must submit a performance appraisal issued within the last 12 months and the latest SF-50, Notification of Personnel Action.

Applications should be submitted to:

U.S. Department of Justice
Office of the U.S. Trustee
Attn: Laura Plumery
999 18th Street, Suite 1551
Denver, CO 80202

Applications must be postmarked no later than midnight of the closing date and received within 5 calendar days. Applications received in government postage paid envelopes, by fax or e-mail will not be considered. Applications will not be returned. Candidates will not be solicited for further experience/education background data or for proof of veterans' preference if data provided is found to be inadequate or incomplete.

THE DEPARTMENT OF JUSTICE IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS' PREFERENCE IN HIRING

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g. the DD 214 or other substantiating documents) to their submissions.

POINT OF CONTACT: Laura Plumery

CONTACT PHONE: (303) 312-7235

CONTACT E-MAIL: Laura.Plumery@usdoj.gov

TDD: None